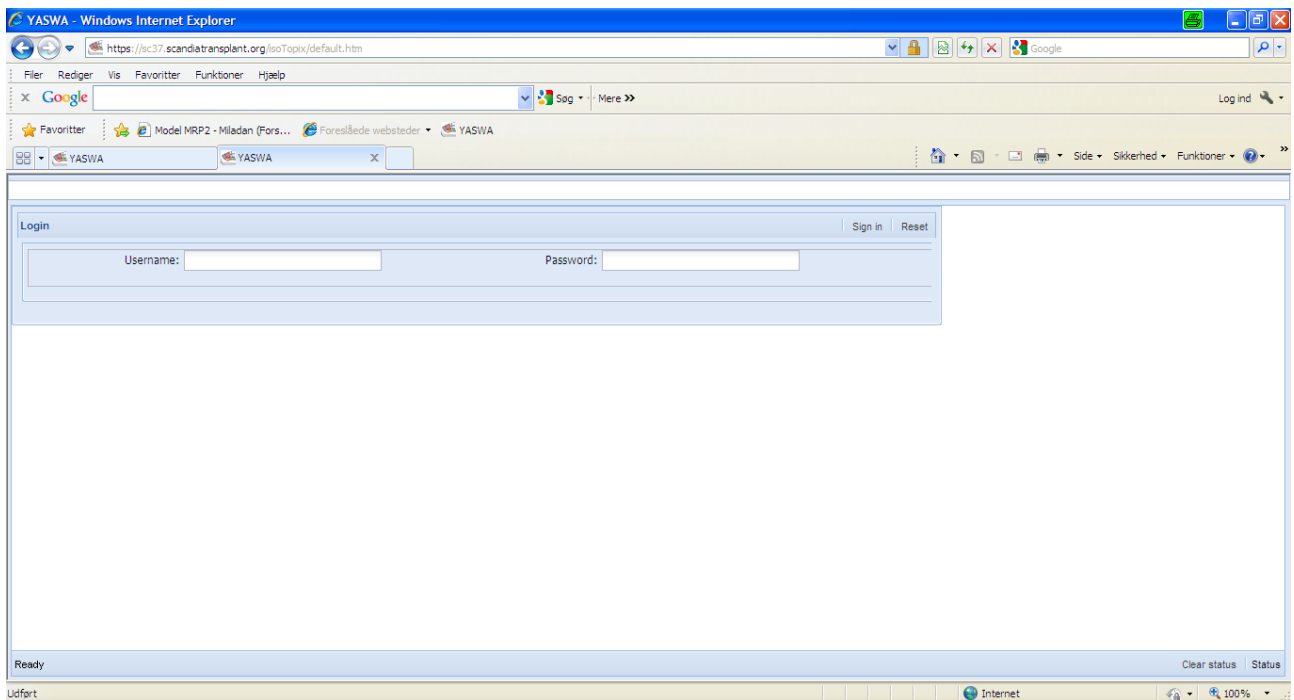


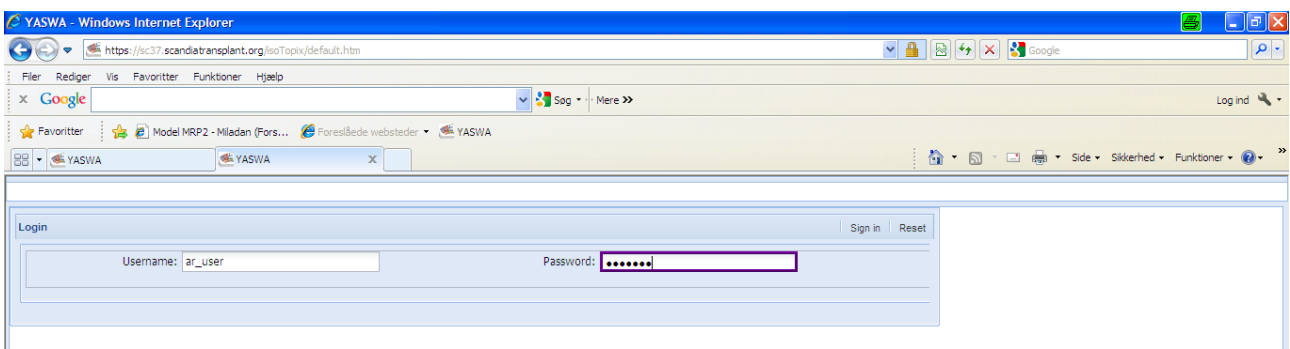
User manual Organ offer form Web version (GUI – graphical user interface)

1. Log into YASWA

Open your internet browser and enter <https://sc37.scandiatransplant.org>



Now enter your user name and password. These are the same as you use in the "old" system. Press enter or click on the button 'Sign in'.



NB. If you are using the web version for the first time or from a unknown IP address, you will after trying to log in, receive an email. The email will contain a link that you will have to click on and then you will have access to the system.

2. Enter the organ offer form

First thing is to enter the 'organ offer' menu.

The screenshot shows a web browser window with the URL <https://sc37.scandiatransplant.org/sctpTest/>. The browser's address bar and search bar are visible. The main menu at the top includes 'Donor', 'Living donor', 'Misc', and 'Recordings'. The 'Donor' menu is expanded, and 'Organ offer' is highlighted with a red circle. Below the menu, the 'Recipient information' section contains several input fields: 'Scandianumber', 'Person number', 'Surname', 'Sex', 'Donornumber', 'Country' (set to 'DK: Denmark'), 'First name', and 'Transplant Center'. A table at the bottom lists the columns for the search results: Scandianumber, Country, Person number, Surname, First name, Transplant Center, and Donornumber.

When you enter the organ offer system the first screen gives you the following possibilities:

- Search (green marking below) on a donor already registered in the database – brings forward all the information that have already been registered.

In the search screen you enter one or more parameters on the donor followed by enter or a click on the search button. The records retrieve by searching will be listed below by clicking on the specific donor that you wish to offer organ(s) from you will now be able to continue registration of the necessary informations.

If you do not enter any search parameters and press search or enter you will get a list with the most recent registered donors from own country.

- Add new (yellow marking below) when the donor has *not* already been registered in the database

The screenshot shows the 'Organ offer' screen. The 'Add new' button is highlighted with a yellow box. The search parameters section includes: 'Scandia donor number' (highlighted with a green box), 'Transplant coord', 'Country of offer' (set to 'DK: Denmark'), 'Date of birth', 'Original donor hospital', 'Procurement center', 'Country of donor', 'Sex', and 'Date of donation'. A table at the bottom lists the columns for the search results: Scandia donor number, Transplant coord, Procurement center, Country of offer, Country of donor, Date of birth, Date of donation, and Offered.

3. Registration of organ offer information

1. Choose if the organ offer should be send internal Scandiatransplant (Send to Sctp), out of Scandiatransplant (send to others (EU)) or both. If you at first wish to send the offer to Scandiatransplant and then find out later on that the offer can be send to external organisations, you just alter ✓ from 'send to Sctp' to 'send to others (EU)' and press save.
2. Select the organs you wish to offer
3. Select if the organ(s) is from a heart beating or non-heart beating donor
4. Move between the sub menus to enter and chose from 'list of values' the donor information you wish to register.

If a value is not within the reference value it will be encircle with a read line.

If you place the mouse within the box, you will get a help text shown. When saving you will get warned that the value is not within the reference value, but you will be able to save the information anyway.

Now and then please click on the save button. If you have done registrations that have not been saved yet the 'save button' will be displayed in black writing. If no alterations have been made the writing will be light grey.

TIP!

You can always start entering data on a donor – leave the system – and then later return to enter more data. However for the initial registration the following fields are mandatory 'send to Sctp/EU' , 'organ type' , age, sex,city

(hospital), cause of death, 'start of op. is planned at' and 'we need your answer within'.

3. Preview and send organ offer



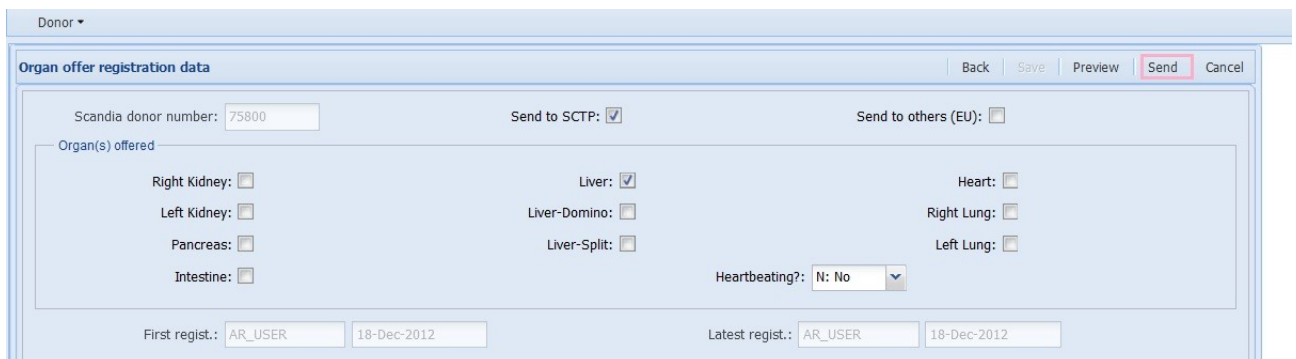
The screenshot shows a web form titled "Organ offer registration data". At the top right, there is a status bar that says "Draft saved" and a small icon. Below the title bar, there are five buttons: "Back", "Save" (green), "Preview" (yellow), "Send", and "Cancel". The form contains several fields and checkboxes:

- Scandia donor number: 75800
- Send to SCTP: ☒
- Send to others (EU): ☐
- Organ(s) offered:
 - Right Kidney: ☐
 - Left Kidney: ☐
 - Pancreas: ☐
 - Intestine: ☐
 - Liver: ☒
 - Liver-Domino: ☐
 - Liver-Split: ☐
 - Heart: ☐
 - Right Lung: ☐
 - Left Lung: ☐
- Heartbeating?: N: No (dropdown menu)

If you wish to check the information that you have registered before sending the offer, you can press the preview button (yellow above). By pressing preview you get the pdf as a pop-up in an new window.

If you wish to remove a value you delete and save, if you wish to alter a value do so by overwriting followed by saving.

When you have check the registered information and you wish to send the offer press the send button. The organ offer will now be send to all registered receivers by email and a sms notification.



This screenshot shows the same "Organ offer registration data" form, but with the "Send" button highlighted in pink. The form fields are identical to the previous screenshot, including the donor number, checkboxes for organ offers, and the heartbeating status. At the bottom of the form, there are two sets of fields for registration details:

- First regist.: AR_USER, 18-Dec-2012
- Latest regist.: AR_USER, 18-Dec-2012